

OTR

OFFICE OF TRAINING REGULATION NO. 43-3

2 June 1955

SUBJECT: Vital Materials Program

REFERENCE: CIA Regulation [REDACTED] dated 14 July 1951

RESCISSION: OTR Notice 20-53, dated 4 August 1953

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1. GENERAL

Referenced regulation established a Vital Materials Program within CIA. Documents, books, papers, maps, etc., that are considered vital are to be identified and transferred to a repository for safe-keeping. Within OTR, the program will be administered by the Area Records Officer.

2. VITAL MATERIALS

Vital materials are defined as those specific items in the possession of CIA which are essential to the Agency on a continuing basis and which, in the event of destruction, would constitute a serious or irreplaceable loss.

3. RESPONSIBILITIES

- a. Each Staff and School Chief will designate a senior officer to be responsible for carrying out the program in his component. The names of the designees will be given to the Area Records Officer, OTR.
- b. Designated officers will establish a program within their components to:
 - (1) Develop criteria for identifying vital materials.
 - (2) Review materials in their possession to identify those which are vital.
 - (3) Assure that copies of vital materials are marked as such and transmitted to the Area Records Officer as they are produced.
 - (4) Prepare a schedule of any vital materials regularly produced by their components.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

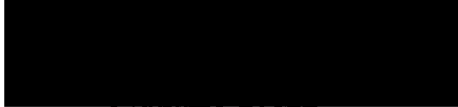
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c. The Area Records Officer will:

- (1) Advise Staff and School Chiefs and their designees in the identification of vital materials.
- (2) Compile and submit to the CIA Vital Materials Officer a general schedule of OTR vital materials.
- (3) Coordinate reproduction of copies of documents where necessary.
- (4) Transmit vital materials to the repository.
- (5) Maintain necessary records of OTR materials placed in the repository.
- (6) Periodically review the program to assure that materials are placed in the repository on a current basis.


MATTHEW BAIRD
Director of Training

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Distribution: All OTR Personnel